Division of Mental Retardation <u>Middle Tennessee Regional Training Calendar</u> <u>April - June 2004</u>

- To access calendar on the web: www.state.tn.us/mental/mrs/mhmr_training.html
- To make reservations for training in Middle Tennessee, please contact the person and number listed under location for the class you are requesting: or fax your request to (615) 231-5297.

Please note all training listed and location is subject to possible change.

| | | APRIL 20 | 004 | |
|------------------------------------|------------------------|---|---|---|
| DATE/TIME | TYPE OF TRAINING | TOPIC/ INSTRUCTOR | TARGETED PARTICIPANTS | LOCATION |
| 4/6-7/04 (Tues-Wed) | Training | Challenges in Physical Management | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | Van Buren- D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville |
| 8:30a.m 4:30p.m. | | (Regional Office PNMT) | interested community | Reservation: Vera Graham @ (615)231-5424 |
| 4/6/04 | Train-the - Trainer | Effective Training Techniques | Provider Agency Trainers | Regional Office Conference Room, |
| (Tues) 9:00-10:00am | | (Summers/Lynch) | | 2 nd Floor (Rm#2111) Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |
| 4/8/04 (Thurs) 8:30-4:00p.m. | Informational | Regional Office Orientation | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., |
| · | | (Lucretia Hartberg, Provider Relations Coordinator) | interested community | 275 Stewarts Ferry Pike, Nashville, TN Reservation: Call Lynn Knapp @ (615)231-5449 |
| 4/12/04 | Training | Seizures/ Documenting Medication Errors | Provider Agencies, ISC Agencies, Regional | Regional Office Conference Rm. |
| (Mon) 9-4pm | | (Leatrice Coffin) | Office, Families, Conservators, Advocates, Consumers, and other interested community | 2 nd FIr rm 2114 Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN Reservation: Call Leatrice Coffin @ (615) 231-5432 |

| | APRIL 2004 | | | |
|--|-------------------|--|---|---|
| DATE/TIME | TYPE OF TRAINING | TOPIC/ INSTRUCTOR | TARGETED PARTICIPANTS | LOCATION |
| 4/13/04 | Train-the-Trainer | Individual Rights and the ADA | Provider Agencies, ISC Agencies, Regional | Regional Office Conference |
| 9:00 –11:30 a.m. | | TQI & the Settlement Agreement (will be presented together) (Summers) | Office, Families, Conservators, Advocates, Consumers, and other interested community | Room, 2 nd Floor- (Room 2114) , Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch @ |
| 4/15/04 (Thurs) | Training | Nutrition Resource Guide Training | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, | (615)231-5008 Regional Office Conference Room, 2 nd Floor(Rm#2114 |
| 1:00-3:00p.m. | | (Paula Cushing) | Consumers, and other interested community | Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: Vera Graham @ (615)231-5424 |
| 4/15/04 (Thurs) 9:00- 11:00a.m. | Seminar | Behavior Seminar (Zukotynski, Ph.D.) | Behavior Analyst, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114) Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 4/21/04 (Wed) 8:30 a.m | Train-the-trainer | Incident Management (Mullins/Mangrum) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., 275 Stewarts |
| 11:30 a.m. | | (amilo, mangram) | | Ferry Pike, Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |

| 4/21/04 (Wed) 1:00 p.m. 4:00 p.m. | Train-the-Trainer | What is Abuse? How Do We Prevent It? (Summers/Lynch) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor- (Room #2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
|--|-------------------|---|--|---|
| 4/20-21/04 (Tues-Wed) 8:30a.m 4:30p.m. 4/29/04 (Thur) | Training | (Regional Office PNMT) Orientation to Community Nursing/Comprehensive Nursing | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community RN's Agency Nurses | Van Buren – D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville, TN Reservation: Vera Graham @ (615)231-5424 Regional Office Conference Rm. 2 nd Flr rm 2114 |
| 9-4pm 4/26-29/04 | Training | Assessments/PSR/Health Care Plan/ Discharge Planning (Leatrice Coffin) | Provider Agencies, ISC | Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN Reservation: Call Leatrice Coffin @ (615) 231-5432 One Cannon Way, |
| (Mon-Thurs) 9-4:00p.m. | Talling | Support Coordination (Summer/Mount/ Lynch) | Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | CBDC, 275 Stewarts Ferry Pike, Nashville, TN (basement class room B106) Reservation: Craig Lynch @ (615)231-5080 |

| | | MAY 2004 | | |
|---|------------------------|---|--|--|
| DATE/TIME | TYPE OF TRAINING | TOPIC/ INSTRUCTOR | TARGETED PARTICIPANTS | LOCATION |
| 5/4-5/04 (Tues-Wed) 8:30a.m 4:30p.m. | Training | Challenges in Physical Management (Regional Office PNMT) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Van Buren- D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville Reservation: Vera Graham @ (615)231-5424 |
| 5/4/04 (Tues) 9:00-10:00am | Train-the - Trainer | Effective Training Techniques (Summers/Lynch | Provider Agency Trainers Only | Regional Office Conference Room, 2 nd Floor (Rm#2111), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 5/5/04 (Wed) 9:00-4:00p.m. | In-Service | Administrative Services: Service Plans/Cost Plans/Billing Issues/Grier Decree Appeals (Administrative Services Staff) | New Provider Agencies; New Staff of Provider Agencies who work with service plans; cost plans; billing; and DMRS Rental Assistance. | Regional Office Conference Room, 2 nd Floor (Rm#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: Theresa Wallace @ (615)884-6082 |
| 5/6/04 (Thurs) | Train-the-Trainer | (Lynch/Summers) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |
| 5/11/04 (Tue) 9-4pm | Training | Supporting People with Developmental Disabilities in the Health Care System/When to seek Medical Attention (Leatrice Coffin) | Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Rm. 2 nd Flr rm 2118 Stamps Bldg. 275 Stewarts Ferry PK Nashville, TN Reservation: Call Leatrice Coffin @ (615) 231-5432 |

| 5/12,13/03 | Training | Mealtime Challenges | Provider Agencies, ISC | Van Buren – |
|----------------------------|-------------------|--|--|---|
| (Wed-Thurs) | | | Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville, TN Reservation: |
| 8:30a.m 4:30p.m. | | (Regional Office PNMT) | | Vera Graham @ (615)231-5424 |
| 5/11-13/04 (Tues-Thurs) | Training | Individual Support Planning (ISP) (Lynch/Summers) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | One Cannon Way, CBDC, 275 Stewarts Ferry Pike, Nashville, TN (basement |
| 9-4:00p.m. | | | interested community | class room B106) Reservation: Craig Lynch @ (615)231-5080 |
| 5/13/04 (Thurs) | Informational | Regional Office Orientation | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | Regional Office Conference Room-2 nd Floor- (Rm#2114)- Stamps Bldg., |
| 8:30-4:00p.m. | | (Lucretia Hartberg, Provider Relations Coordinator) | interested community | 275 Stewarts Ferry Pike, Nashville, TN Reservation: Lynn Knapp @ (615)231-5449 |
| 5/12/04 (Wed) | Train-the-trainer | Incident Management | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry |
| 8:30a.m- 11:30a.m. | | (Mullins/Mangrum) | | Pike,Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 5/12/04 (Wed) | Train-the-Trainer | What Is Abuse? How Do We Prevent It? (Lynch/Summers) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN |
| 1:00 p.m 4:00 p.m. | | | | Reservation: Craig Lynch @ (615)231-5008 |

| 5/19/04 | Train-the-Trainer | Behavioral & Mental | Provider Agencies, ISC | Regional Office |
|--|---|--|---|---|
| (Wed) | | Health Supports | Agencies, Regional Office, Families, Conservators, Advocates, | Conference Room, 2 nd Floor (Room#2114), |
| 9:00-3:30pm | ***Bring something to eat for lunch – will be getting only a short break | (George Zukotynski, Ph.D.) | Consumers, and other interested community | Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |
| 5/20/04 (Thurs) 9:00- 11:00a.m. | Seminar | Behavior Seminar (Zukotynski, Ph.D.) | Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114) Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 5/20/04 (Thurs) | Training | Nutrition Resource Guide Training | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | Regional Office Conference Room, 2 nd Floor(Rm#2114 Stamps Bldg., 275 |
| 1:00-3:00p.m. | | (Paula Cushing) | interested community | Stewarts Ferry Pike, Nashville Reservation: Vera Graham @ (615)231-5424 |
| 4/25/04 (Tues) | Training | Abuse and Neglect Prevention for Support Staff | Provider Agencies, ISC Agencies, Regional Office, Families, | Regional Office Conference Room, 2 nd Floor |
| 9-4:00p.m. | | (Summers/Mount/ Lynch) | Conservators, Advocates, Consumers, and other interested community | (Room#2111), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |
| 4/26/04 (Weds) | Training | Abuse and Neglect Prevention for Supervisors | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other | Regional Office Conference Room, 2 nd Floor (Room#2111), Stamps Bldg., 275 |
| 9-4:00p.m. | | (Summers/Mount/ Lynch) | interested community | Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |

| 4/27/04 | Training | Abuse and Neglect | Provider Agencies, ISC | Regional Office |
|------------|----------|-----------------------|--------------------------|-----------------------------|
| | | Prevention: Effective | Agencies, Regional | Conference |
| (Thurs) | | Strategies for | Office, Families, | Room, 2 nd Floor |
| , | | Managers | Conservators, Advocates, | (Room#2111), |
| | | S | Consumers, and other | Stamps Bldg., 275 |
| 9-4:00p.m. | | | interested community | Stewarts Ferry |
| | | (Summers/Mount/ | | Pike, Nashville, TN |
| | | Lynch) | | Reservation: |
| | | , | | Craig Lynch@ |
| | | | | (615)231-5008 |

| | | JUNE 2004 | 4 | |
|--|--------------------|---|--|---|
| DATE/TIME | TYPE OF TRAINING | TOPIC/ INSTRUCTOR | TARGETED PARTICIPANTS | LOCATION |
| 6/1/04 (Tues) 9:00- 10:00a.m. | Train-the -Trainer | Effective Training Techniques (Summers/Lynch) | Provider Agency Trainers Only | Regional Office Conference Room, 2 nd Floor (Rm#2111), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: Craig Lynch @ (615)231-5008 |
| 6/3/04 (Thurs) 9-11:30a.m. | Training | (Mount/Summers/ Lynch) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room- 2 nd Floor- (Rm#2114)-Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 6/4/04 (Fri) 9-11:00a.m. | Inservice | Development Center Transitions (Hollie Campbell, Transition Director) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room- 2 nd Floor- (Rm#2114)-Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |
| 6/10/04 (Thur) 9-4pm | Training | Health Related Policies: Health Passport/ Psychotropic Med Admin/Advance Care Planning (Life Sustaining Treatment) (Leatrice Coffin) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference RM. 2 nd Flr rm 2118 Stamps Bldg. 275 Stewarts Ferry Pk Nashville, TN Reservation: Call Leatrice Coffin @ (615) 231-5432 |

| 6/8-9/04 | Training | Challenges in | Provider Agencies, ISC | Van Buren- |
|-------------------------------|-------------------|---|--|---|
| (Tues-Wed) | | Physical Management | Agencies, Regional Office, Families, Conservators, Advocates, Consumers, | D Wing, CBDC, 275 Stewarts Ferry Pike, Nashville |
| 8:30a.m 4:30p.m. | | (Regional Office PNMT) | and other interested community | Reservation: Vera Graham @ (615)231-5424 |
| 6/10/04 | Informational | Regional Office Orientation | Provider Agencies, ISC Agencies, Regional | Regional Office Conference Room- |
| (Thurs) | | Orientation | Office, Families, Conservators, | 2 nd Floor- (Rm#2114)-Stamps |
| 8:30- 4:00p.m. | | (Sandra Wise, Provider Relations Coordinator) | Advocates, Consumers, and other interested community | Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: Lynn Knapp @ (615)231-5449 |
| 6/8/04 | Train-the-Trainer | Individual Rights and the ADA | Provider Agencies, ISC Agencies, Regional | Regional Office Conference Room, |
| (Tues) | | TQI & the Settlement Agreement (will be presented | Office, Families, Conservators, Advocates, Consumers, | 2 nd Floor-(Room 2114) , Stamps Bldg., 275 |
| 9:00 –11:30 a.m. | | together) | and other interested community | Stewarts Ferry Pike,Nashville, TN Reservation: |
| | | (Summers) | | Craig Lynch @ (615)231-5008 |
| 6/11/04 (Fri) | Meeting | Trainer's Committee Meeting (Mount/Summers) | Provider Agency Trainers, ISC Agency Trainers | Regional Office Conference Room, 2 nd Floor,Rm#2114 Stamps Bldg., 275 Stewarts Ferry |
| 10-2:00p.m. | | | | Pike, Nashville Reservation: Craig Lynch @ (615)231-5008 |
| 6/16/04 | Train-the-Trainer | Incident Management | Provider Agencies, ISC Agencies, Regional | Regional Office Conference Room, 2 nd |
| (Wed) 8:30a.m 11:30p.m. | | (Mullins/Mangrum) | Office, Families, Conservators, Advocates, Consumers, and other interested community | Floor(Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN Reservation: Craig Lynch @ (615)231-5008 |

| 6/16/04 | Train-the-Trainer | What Is Abuse? How | Provider Agencies, ISC | Regional Office |
|---|-------------------|---|---|---|
| (Wed) | | Do We Prevent It? (Mount/Summers) | Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Conference Room, 2 nd Floor(Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike, Nashville, TN |
| 1:00 p.m 4:00 p.m. | | | Community | Reservation: Craig Lynch @ (615)231-5008 |
| 6/16,17/03 (Wed- Thurs) 8:30a.m 4:30 p.m. | Training | Mealtime Challenges (Regional Office PNMT) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Van Buren - CBDC, 275 Stewarts Ferry Pike, Nashville, TN Reservation: Vera Graham @ (615)231-5424 |
| 6/17/04 (Thurs) 9:30a.m- 11:30a.m. | Seminar | Behavior Seminar (Zukotynski, Ph.D) | Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor (Room#2114), Stamps Bldg., 275 Stewarts Ferry Pike,Nashville, TN Reservation: Craig Lynch@ (615)231-5008 |
| 6/17/04 (Thurs) 1:00- 3:00p.m. | Training | Nutrition Resource Guide Training (Paula Cushing) | Provider Agencies, ISC Agencies, Regional Office, Families, Conservators, Advocates, Consumers, and other interested community | Regional Office Conference Room, 2 nd Floor(Rm#2114 Stamps Bldg., 275 Stewarts Ferry Pike, Nashville Reservation: Vera Graham @ (615)231-5424 |

| 6/22/04 | Training | Implementation | Behavior Analysts, | Regional Office |
|-------------|----------|-----------------|------------------------|-----------------------|
| | | Planning | Behavior Specialists, | Conference Room, |
| (Tues) | | _ | Provider Agencies, ISC | 2 nd Floor |
| , , | | | Agencies, Regional | (Room#2114), |
| | | (Mount/Summers) | Office, Families, | Stamps Bldg., 275 |
| 9-11:30a.m. | | , | Conservators, | Stewarts Ferry |
| | | | Advocates, Consumers, | Pike,Nashville, TN |
| | | | and other interested | Reservation: |
| | | | community | Craig Lynch@ |
| | | | | (615)231-5008 |

JOB COACH TRAINING SESSIONS

In each of these training sessions Job Coaches can attend and become "approved". Also, all of these sessions are an opportunity for potential Agency/Core Trainers.

| MIDDLE TN TRAINING | | | |
|--------------------|---|------------------------|--|
| February 23, 2004 | Middle TN – Career Center – Columbia | 10:00a.m. to 3:00 p.m. | |
| February 25,2004 | Middle TN – Nashville Site TBA | 10:00a.m. to 3:00 p.m. | |
| March 1,2004 | Middle – Shelbyville | 10:00a.m. to 3:00 p.m. | |
| March 4,2004 | Middle - Clarksville/PDI | 10:00a.m. to 3:00 p.m. | |
| March 11,2004 | Middle TN – Cookeville Pacesetters | 10:00a.m. to 3:00 p.m. | |
| March 17,2004 | Middle TN – CBDC Cannon Way conference room | 10:00a.m. to 3:00 p.m. | |

^{**}To RSVP job coach training contact Bobbi Manis @ 615-231-5004

<u>Nutrition Resource Guide Training</u> can also be provided at the agency upon request : contact Paula Cushing @ 615-231-5441

Enhancing the Mealtime Experience and Enhancing Independence through Physical Management are both_offered upon request. (Both classes are one day) Contact Debby Neal @ 231-5426 or Nicole Jones @ 231-5425 to register.

<u>Dangerous Practices at Mealtime</u> (one-day general class) – April 8 & 23, May 10 & 24, June 8 & 23–Classes are held on 3rd floor of One Cannon Way, Staff Development, CBDC, and begin promptly at 8:00 a.m.

Contact Tina Mount (615) 231-5080 or fax number (615) 231-5297 to make reservations for Dangerous Practices at Mealtime.

<u>Self- Determination; Understanding Implementation Planning; and Meeting Management</u> will be held with Individual Providers on site upon request. Please contact Tom Summers at (615)-231-5036 to schedule.

<u>Breast Examination; Diabetes Mellitus and Insulin Administration; and Epi-Pen</u> <u>and "Train-the-Trainer" for Medication Administration for Unlicensed Personnel</u> can be requested by contacting Leatrice Coffin, Nursing Services, @ 615-231-5432

Quarterly Calendar April-June 2004